

# Redwood School Board of Trustees Meeting Minutes

## Held in Hoiho Hub

Tuesday 20 November 2018

PRESENT : Mr John Stackhouse (Principal), Mrs Emma Gee, Mr Phil Hale, Mr Paul Rivett, Ms Sarah Burt, Mr Chris Bealing

IN ATTENDANCE: Pauline Prescott (Minutes)

APOLOGIES:

The meeting opened at 7.03pm with a whakatauki and waiata. Mrs Gee welcomed all to the meeting.

Item/Discussion	Action/Decision
<p><b>PTA</b></p> <p>Mrs Gee attended the November meeting.</p> <ul style="list-style-type: none"><li>• Raffle books are being redesigned to bring into line with legal requirements (including dates and prizes).</li><li>• Unique tea towels are for sale</li><li>• 2<sup>nd</sup> run on calendars underway</li><li>• Discos – new DJ needed</li><li>• Reusable travel mugs for sale</li><li>• Combined BOT/PTA end of year dinner on Sunday 2 December at The Reddie</li></ul>	
<p><b>Strategic</b></p> <p><b>1. Draft Goals for 2019</b></p> <p>Data will be analysed over the holidays, draft goals specific to achievement will be in the new year.</p> <p>Review of 2018 goals circulated and discussed.</p> <p>PB4L – Tier 1 maintenance has been good, Tier 2 has not progressed. Re-implementing Tier 2 in its entirety in 2019. New DP Ellie Cherry will be heading up PB4L in 2019.</p> <p>Teacher Only Day at the beginning of 2019 will include PB4L -Tier 2/Mana Ake training.</p> <p>Pedagogy and school redevelopment – collaborative practice worked extremely well – outstripped timeline.</p>	

Bicultural practice – mixed results, awareness of staff of Maori students, work around Turangawaewae across the school strong, regular kapahaka/te reo – great, but need to build up participation.

Surveys, kai and korero deferred to new year.

ICT report updated by Josh Harding recently. Need to update website – photos/content. BYOD – previously discussed year 4-6, option use in years 1-3. Will be advertised to parents by the end of the year. Continue to upgrade digital tools across the school.

Clarification to parents of tiers/leaves. Back to zero in Years 3 and 5. 3 different levels of rewards (Yrs 1/2, 3/4, 5/6).

It was suggested that Hubs have labels on the classrooms to help parent identify, advertised the beginning of the year.

Draft goals will be discussed at the December meeting, to be distributed prior to the meeting

CoL roles for 2019 – Josh Harding ICT, development of technology curriculum; Allyce Muir Contextual Learning for Literacy. Raising achievement through having more relevant context for learning. During 2019, the cross-CoL personnel will be asked to report to the Board.

## **2. Mathematics/Literacy data reports**

To be discussed at the February meeting after analysis

## **3. National Standards trends, priority groups**

To be discussed at the February meeting

## **4. PB4L Tier 1/2**

Discussed previously at (1.)

## **5. Staff appointments update**

1 position currently advertised

## **6. Charter Consultation**

Done regarding school redevelopment


December agenda

February agenda

February agenda

<p>Done regarding reporting. Another survey to parents after the new reporting in 2019.</p> <p>Consultation with community – vision/values – nothing needed to be updated.</p> <p>Communication regarding outdoor education – Blue Skies complex is closing 30 March. Our last 3/4 camp will now be held just prior to the closure.</p> <p>Redevelopment update to community part way through the build with regard to how should the environment reflect our community – landscaping, colours, playground, signage.</p> <p>School 50<sup>th</sup> Anniversary planning.</p> <p>Hold an event at the end of Term 1, 2019, themed ball (1960s), bury a time capsule for the next 50 years.</p> <p>Set up an email address specifically for Anniversary. Committee to be set up including BoT (Phil, Paul, John, Emma), PTA and staff.</p> <p>Suggestion that we ‘sell’ trees/paving, etc, as part of the environment redevelopment.</p> <p>1960s school day.</p> <p>Planning to be started by the end of the year.</p> <p><b>7. Employer Responsibilities Policy</b></p> <p>Nothing to report.</p> <p><b>8. School Redevelopment</b></p> <p>Playground – 1 costing still to come, looking around \$80,000 to \$100,000 for either 2 playgrounds or 1 large combined. Suggestion that the old ‘bar playground’ could be sold off to fundraise for the new.</p> <p>The new drawings of the redevelopment have not yet been received. Mr Stackhouse to remind Justin Duke-Norris again.</p>	<p>Ask Gen Rae to set up anniversary email address.</p>
<p><b>Compliance</b></p> <p><b>1. 2019 Draft Budget</b></p> <p>Mrs Lowe and Mr Stackhouse to review. Staff have been asked for input into areas of funding. Draft budget will be presented at the December meeting. BoT elections funding comes from MoE. Money in our long term investment would be used for the playground.</p> <p><b>2. EdPlus Requirements</b></p> <p>To be tabled at the December meeting</p>	<p>December agenda</p> <p>December agenda</p>

<p><b>Health &amp; Safety</b></p> <p><b>1. Policy/Review</b> Nothing to review</p> <p><b>2. Reports/Incidents</b> Nothing to report</p>	
<p><b>Administration</b></p> <p><b>1. Totaranui Community of Learning update</b> Focus on Mana Ake, feedback, plus and minus the way it was implemented. Future requirements – liaison person needed between CoL and MoE. To have have liaison in 2019. Database to use to track behaviours between schools. Caseloads in schools Different parameters for the 4 Mana Ake workers as they are from 3 different non-government organisations. They are on a 3 year contract. Continuing needed over the years. The four workers to be invited to the March board meeting.</p> <p><b>2. Confirmation of previous minutes</b> Mr Rivett to send item for newsletter in December – rebuild, anniversary Moved Mr Hale, seconded Mr Rivett, carried.</p> <p><b>3. Correspondence</b> As tabled</p>	
<p>It was resolved that the above administrative items be accepted Moved by Mrs Gee, seconded Mr Hale, carried</p>	

<p><b>Principal's Report</b></p> <p>Previously circulated.</p> <p>BDO Spicer auditors due in on Thursday 22 November.</p> <p>Mr Stackhouse to talk to Van Asch regarding deaf education pilot programme continuing in 2019.</p> <p>Bi-cultural – Mr Stackhouse to contact Ngai Tahu re cultural narrative.</p> <p>Principal's appraisal summary – Mr Hale and Mrs Gee attended the appraisal meeting. Summary to be forwarded to BoT. Goals for 2019 set February, aligned to strategic goals; to be discussed at the December meeting. Recommended staying with EdPlus for the appraisal process.</p> <p>Thanks to Mr Bealing for removing the boundary tree.</p>	<p>Principal's Appraisal summary to on google doc</p> <p>Mr Stackhouse to contact EdPlus to renew contract.</p> <p>December agenda</p>
<p>It was resolved that the Principal's Report be accepted and accounts passed for payment. Moved Mr Stackhouse, Seconded Mr Bealing, carried.</p>	
<p><b>Special Issues</b></p>	
<p><b>Matters Arising from the last meeting</b></p> <p><b>Agenda items for next meeting</b>  50<sup>th</sup> Anniversary planning  Appraisal Goals</p> <p>The meeting was closed at 8.35pm</p>	
<p>Signed: </p>	<p>Date: 11/12/18</p>
<p><b>Under Section 48 of the Local Government Information and Meetings Act 1987, Mrs Gee moved that the public be excluded for the following part of the proceedings of this meeting to discuss staffing issues.</b></p>	